

**State of Vermont**  
**Department of Liquor Control**  
13 Green Mountain Drive  
Montpelier, VT 05602  
**liquorcontrol.vermont.gov**

[phone] 802-828-2339  
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*James Giffin, Interim Commissioner*

January 6, 2015

**SUBJECT: REQUEST FOR PROPOSAL – LIQUOR CONTROL BOARD LEGAL SERVICES**

To Whom It May Concern:

Pursuant to State Bulletin 3.5, relating to the simplified bidding process for contracted services, the Vermont Department of Liquor Control is in the process of accepting bids for Legal Counsel to the Liquor Control Board. The tentative contract term is May 1, 2016 through April 30, 2018 with the possibility of two one-year extensions.

The Legal Counsel to the Liquor Control Board is responsible for 1) serving the State as legal counsel to the Liquor Control Board in administrative hearings, 2) advising the Liquor Control Board on evidentiary and procedural questions that arise in these hearings and assisting the Board in preparing timely filings and decisions, and, 3) providing related legal services upon request.

If you are interested in being considered, please reply in writing, postmarked no later than February 12, 2016, including an hourly rate price quotation and resume to:

The Vermont Department of Liquor Control, 13 Green Mountain Drive, Montpelier, VT 05620-4501, ATTN: Kathleen O'Hara.

NOTE: Please also see attached "SCOPE OF LEGAL SERVICES TO BE PROVIDED" document.

Thank you for your interest in providing legal services to this Department. Please feel free to call my assistant, Kathy O'Hara, at (802) 828-4934 with any questions.

Sincerely,

James C. Giffin  
Interim Commissioner

